



California State Board of Equalization

presents

Free

Basic Sales and Use Tax Workshop

Sales and Use Tax and eFile Preparation Workshop—This workshop will assist you in either preparing your sales and use tax information in order to file electronically (eFile) with the Board, or file a paper return. Participants are encouraged to bring in their questions and documentation pertaining to the upcoming return period.

The instructor will assist taxpayers in the following areas:

- eFiling
- Supporting and reporting exempt sales
- Using a resale certificate
- Determining what is taxable and non-taxable labor
- Maintaining adequate records
- Preparing a sales and use tax return

Classes are conducted in English, Spanish, Chinese, and Vietnamese. Please see reverse for schedule of dates, times, and locations.

For more information or to RSVP, please contact the corresponding telephone number on the reverse of this flyer or visit our website at www.boe.ca.gov.

State Board of Equalization Basic Sales and Use Tax Workshops First District

Free Workshops

Date	Starting Time	Duration	Language	Location	Address	City	Zip Code	Telephone Number
January 5, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
February 2, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
March 1, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
April 5, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
May 3, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
May 17, 2012	1:00 PM	3 hours	Chinese (Cantonese)	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
June 7, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
July 5, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
August 2, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
September 6, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
October 4, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
October 18, 2012	1:00 PM	2.5 hours	Chinese (Mandarin)	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
November 1, 2012	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
December 6, 2012	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356 6600
January 17, 2012	9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
April 17, 2012	9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
July 17, 2012	9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
July 18, 2012	1:00 PM	3 hours	Chinese (Mandarin)	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
July 19, 2012	1:00 PM	3 hours	Spanish	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
October 16, 2012	9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	510 622 4100
February 16, 2012	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
March 22, 2012	1:30 PM	3 hours	Chinese (Mandarin/Cantonese)	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
March 27, 2012	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
May 9, 2012	1:00 PM	3 hours	Vietnamese	To Be Determined				
May 24, 2012	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
June 14, 2012	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
August 2, 2012	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
August 8, 2012	1:00 PM	3 hours	Spanish	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
September 18, 2012	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
October 17, 2012	1:30 PM	3 hours	Chinese (Mandarin/Cantonese)	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
October 25, 2012	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
December 5, 2012	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277 1231
January 19, 2012	9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443 3003
April 19, 2012	9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443 3003
June 7, 2012	1:00 PM	3 hours	Spanish	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443 3003
July 19, 2012	1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443 3003
November 7, 2012	9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443 3003
January 24, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
March 20, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
April 24, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
April 25, 2012	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 6715
May 22, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
July 24, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
October 23, 2012	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 2101
October 24, 2012	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707 576 6715
January 19, 2012	10:00 AM	2 hours	English	Fairfield Cordelia Public Library	5050 Business Center Drive, Conference Room	Fairfield	94534	707 428 2041
April 19, 2012	10:00 AM	2 hours	English	Fairfield Cordelia Public Library	5050 Business Center Drive, Conference Room	Fairfield	94534	707 428 2041
July 26, 2012	10:00 AM	2 hours	English	Fairfield Cordelia Public Library	5050 Business Center Drive, Conference Room	Fairfield	94534	707 428 2041
October 18, 2012	10:00 AM	2 hours	English	Fairfield Cordelia Public Library	5050 Business Center Drive, Conference Room	Fairfield	94534	707 428 2041

As an alternative to attending an instructor led class, you can try our tutorial online class, which provides the information in a self-paced environment at our website www.boe.ca.gov/classes. Information on eFiling is also available at www.boe.ca.gov/efileintro.